



## **NOTICE OF APPEAL** **INSTRUCTIONS**

If you wish to appeal the decision of the hearing examiner or mail adjudicator, you must file an appeal with the independently constituted Traffic Adjudication Appeals Board. You should read the following instructions carefully before filing your appeal. Failure to follow the procedures described in these instructions may result in your appeal being dismissed without consideration by the Appeals Board.

### **WHAT CAN BE APPEALED?**

An appeal may be made only if you denied the infraction at your hearing. You may appeal:

- (1) Parking tickets
- (2) Moving violations
- (3) The fines and penalties imposed by the hearing examiner
- (4) The revocation or suspension of your driver's license or vehicle registration if a hearing was required and held
- (5) A denial of a Motion to Vacate a Default Judgment, or
- (6) The denial of a Motion to Schedule or Reschedule a hearing.

### **TIME PERIOD FOR FILING AN APPEAL**

All appeals **must** be filed within 15 calendar days after the hearing examiner provides you with a written decision at an in-person hearing or within 18 calendar days of the postmark date of a mail adjudication decision. If you are appealing the denial of a Motion to Vacate Default Judgment or the Denial of a Motion to Schedule or Reschedule a hearing, you must file your appeal within 18 calendar days of the postmark on the denial letter.

### **TRANSCRIPTS OF THE HEARING**

A transcript is a written version of your recorded hearing. You must order two (2) copies of the hearing transcript if you are appealing moving violation or the suspension or revocation of your driver's license. No transcript is required for an appeal of a parking ticket, unless the Appeals Board determines that one is needed.

You must pay a **\$50** transcript deposit at the time you file your appeal. If the cost of the transcript is less than your deposit, the difference will be refunded. If the cost is more than your deposit, you will be billed for the additional amount and you must pay this amount within 10 calendar days of the billing date. If the additional amount due is not paid, or if a check in payment of the appeal or transcript fee is dishonored, the appeal will be dismissed without consideration by the Appeals Board.

### **HOW TO FILE AN APPEAL**

Complete the appeals application on the back of this form and submit it along with the fine and penalty, the **\$10** appeal fee, and the **\$50** transcript deposit to **65 K Street, N.E. Washington, DC 20002, Attention: Appeals Coordinator**. All fees must be paid by check or money order made payable to the D.C. Treasurer.

You must pay all fines, penalties, and appeal fees. Failure to make any of these payments will result in the dismissal of your appeal without consideration by the Appeals Board.

### **WHAT THE APPEALS BOARD CONSIDERS**

The Appeals Board considers the ticket, testimony and evidence presented at the original hearing, the hearing transcript and a brief written statement describing the basis of the appeal. Personal appearances before the Appeals Board are not required or permitted. **If the Board reverses the Examiner's decision all payments are refunded.**

For additional information, call 202-727-5000 or visit our website: [www.dmv.dc.gov](http://www.dmv.dc.gov)



## APPEALS APPLICATION

### 1. Indicate the type of appeal:

- Parking Ticket
- Traffic Ticket (**moving violation**)
- Driver's License Suspension or Revocation
- Denial of Motion to Vacate Default Judgment
- Denial of Motion to Schedule or Reschedule a Hearing

### 2. Fill in the information boxes below and attach a copy of your hearing record, Motion to Vacate Default or Motion to Schedule or Reschedule:

Last Name	First Name	Middle Name
Address		9-Digit Ticket Number

### 3. Calculate your appeal cost.

- ☐ To appeal a **parking ticket** you must pay the fine, penalty and a **\$10** appeal fee. Add **\$10** for each ticket appealed.
- ☐ To appeal a **traffic ticket (moving violation)** you must pay the fine, penalty, a **\$10** appeal fee and a **\$50** transcript deposit fee. Add **\$10** for each ticket appealed.
- ☐ To appeal the **suspension or revocation** of your driver's permit, you must pay a **\$10** appeal fee and a **\$50** transcript deposit fee.
- ☐ To appeal the denial of a **Motion to Vacate Default Judgment** or the denial of a **Motion to Schedule or Reschedule a Hearing**, you must pay the fine(s), penalty(s) and a **\$10** appeal fee.

### 4. Statement to Appeals Board. The Appeals Board may only consider evidence presented to the hearing examiner. You must, however, submit a brief statement to the Board describing the basis for your appeal.

### 5. Appeals Checklist – Everything must be submitted within 15 calendar days of your in-person hearing or 18 days calendar days of your mailed decision.

- ✓ Submit the fine and penalty (if tickets have not been paid)
- ✓ Submit the **\$10** appeal fee for each ticket
- ✓ Submit the **\$50** transcript deposit fee (for moving violations appeals and suspension/revocation hearings)
- ✓ Submit your appeals application (this form) and your brief statement to the Board
- ✓ Submit a copy of one of the following:
  - Your in-person hearing record or mail adjudication decision letter
  - Your Motion to Vacate Default Judgment
  - Your Motion to Schedule or Reschedule your hearing
  - Order of Suspension or Revocation
- ✓ Send to 65 K Street, NE, Washington, DC 20002 – Attention: Appeals Coordinator

**FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN DISMISSAL OF YOUR APPEAL WITHOUT REVIEW**